

Dear Sir/Madam

Further to our telephone conversation I would like to formally offer a lump sum payment of ???? as a full and final settlement of my current IVA.

I am expecting my first child[or other reason] ???? and this will mean that I will be unable to maintain my current IVA payments due to loss of income.

As agreed I will continue to make my monthly payment until ???? and then offer the lump sum and conclude my IVA.

The lump sum of ???? is coming from my mother[state source ????] on the understanding that it is only available if used to conclude my IVA and any disposable income that I have after ???? will be used to repay my mother.

Would you please arrange a variation meeting and put this offer to my creditors.

yours sincerely